

Court Security Officer Certification Training
Arizona Supreme Court
Administrative Office of the Courts
Education Services Division

Policy: Attendance

Date Adopted: October 1st, 2019

Purpose:

Establish uniform guidelines and enforcement action(s) regarding student punctuality and attendance at all Court Security Officer Certification courses; including but not limited to, Court Security Officer Academy (CSOA), and Court Security Officer Firearms Academy (CSOFA).

I. General Provisions:

- A. All students are required to be physically present and punctual for each block of instruction to which they are assigned. This includes class start times, designated breaks and meals.
- B. Absences and excessive tardiness shall be reported to the student's chain of command by the Chief Instructor by the conclusion of the training period in which the absence or tardiness occurred.
 - 1. Excessive tardiness shall be defined as any student who is more than 15 minutes late for any block of instruction on more than one occasion during an academy.
 - 2. Notifications to the student's chain of command may occur verbally, either in person or via phone; however, all verbal communications shall be memorialized via email or a memorandum of record.
 - a. The Director, Education Services, shall be made aware of any tardiness or absence by the conclusion of the training period in which the infraction(s) occurred. The Director shall also be copied on all related email communications to the student's chain of command.
- C. In the event a student becomes ill or injured during an academy block of instruction, the Chief Instructor, in conjunction with the ill or injured student and their chain of command, shall determine if the student will be permitted to remain in the assigned academy.

1. This determination shall be based on the following facts and circumstances (as known at the time of the illness or injury):
 - a. Potential contagious nature of illness
 - b. Danger to the involved student or others based on severity of illness or injury and potential escalation of illness or injury.
 2. In the event it is determined that a student is too ill or injured to continue participation in their assigned academy, they shall be afforded the opportunity to register for the next available academy, space permitting.
 3. In the event it is determined that a student is able to make up any missed training during the same academy, the Chief Instructor shall coordinate the necessary make-up training time in conjunction with the student and their chain of command.
 4. A student will not be awarded certification until missed training is completed to the satisfaction of the Chief Instructor and the Director.
- D. Any student who misses more than one full training day due to absence, illness or injury, or who is excessively tardy during any assigned academy, may be dismissed from the academy.
1. The student may, at the discretion of the Chief Instructor and/or Director, be permitted to register for a future academy, space permitting.
 2. Written communications regarding a student's dismissal for absences or excessive tardiness shall be maintained at Education Services for a period of not less than 1 year.
 - a. Copies of all written communications may be provided to the student's department upon written request; with approval from the AOC Legal Department.

- E. In extreme circumstances such as a mandatory court appearance, or critical operational needs, the Chief Instructor and/or Director may approve a student to be absent for no more than 4 hours of academy training.
 - 1. Any missed training must be successfully completed to the satisfaction of the Chief Instructor and/or the Director prior to the awarding of certification.
 - 2. Students who require more than 4 hours of absence may be required to reschedule to another academy.